



BROMLEY
HOUSE
LIBRARY
Established 1816

Discover Nottingham's hidden library



MEMBERSHIP
APPLICATION PACK

WHAT WE OFFER

Joining Bromley House Library gives you access to more than 50,000 books, classic and contemporary, including works by award winners, chart toppers, and authors with regional, national and global reputations. The library has several significant historic collections and an impressive range of local history material. Our loan periods are generous, and we don't charge overdue fees. We welcome member suggestions for new books.

People of all ages come to Bromley House to read, work, study and socialise in the many rooms of our Grade II* listed Georgian building in the heart of the city.

Your membership will include access to:

- our books, with up to ten book loans at any one time and access to your own library account online with the ability to reserve, renew and write reviews
- five daily newspapers, Saturday newspapers and a wide selection of literary, political, science and lifestyle magazines and journals
- our beautiful walled garden
- a children's library
- a lively programme of literary and heritage events and talks - many with member discounts
- comfortable places to work and read, with high-speed broadband
- friendly staff to help you with your research.

Membership is open to people aged 18 and over, but members are welcome to bring their children/grandchildren to the library as guests.



HOW TO JOIN US



Please complete a membership form, using black ink and block capitals.

You can apply by completing this form and returning it to the library either by post, by emailing it to admin@bromleyhouse.org or in person; and you can bring your identification to us at this point.

Additional copies of this form are available to download from our website.

Subscriptions run from April to March, and members joining part way through the membership year initially pay only a proportion of the subscription. Enrolment days are on the first working day of the month after we receive your application, however payment and identification are required to activate your membership.

Our preferred method of payment is by Direct Debit, giving you the choice of annual or quarterly payments. Please complete the Direct Debit form on the reverse of your application.

Other accepted methods of annual payment are cash, cheque, card or bank transfer. If choosing one of these methods please wait until we contact you before making payment.

Identification required to join

We will need to see photo identification and proof that you reside at the address on your application - one of each, unless it covers both, e.g. driving licence. **Original documents, presented in person not photocopies.** Please contact the library if you require more information on acceptable forms of ID.

Acceptable forms of **PHOTO** identification include:

- Full or provisional driving licence
- Passport
- PASS (proof of age) ID card
- Student card showing expiry date
- Bus pass showing expiry date

Acceptable forms of **ADDRESS** identification include:

- Full or provisional driving licence (address must match address on application)
- Recent utility, council tax bill, or tenancy agreement*
- Recent bank statement*

**dated within last three months*



MEMBERSHIP APPLICATION FORM

MEMBERSHIP PRICES VALID FROM 1ST APRIL, 2024

I would like to apply for :

- ☐ **Individual Membership** £144 per year
- ☐ **Joint Membership** £192 per year - this applies to two adults in the same household
- ☐ **Young Person's Membership** £72 per year - available for 18-25 year olds as an individual membership
- ☐ **Reduced Membership** £72 per year - available for people in receipt of a means tested benefit as an individual membership
- ☐ **Country Membership is available if you live more than 50 miles away from the library**
- ☐ **Country Individual Member** £72 per year
- ☐ **Country Joint Membership** £96 per year - this applies to two adults in the same household

Primary Member's details

Title_____ First name_____ Surname_____

Home address_____

_____ Postcode _____

Telephone _____

Email _____

Date of birth (proof of age required for Young Person's Membership)_____

Joint Membership Second Adult To be completed for Joint and Country Joint applications only

Joint Member's details (if applicable) Please give their name below:

Title_____ First name_____ Surname_____

Telephone _____

Email _____

Date of birth_____

☐

Tick if you are happy to receive e-mails and printed items about library news and events - your data will not be shared with any other party. As a legal requirement we do have to send out notification of our AGM and a subscription renewal advice to all members.

Signature

Date

Children and young adults.
Children/grandchildren of school age are included on any membership. No under 16s can use the library unaccompanied. If 16-18 year olds wish to use the library unaccompanied library staff should be made aware by their parent or guardian.

Guests and Carers
Members are welcome to occasionally bring in guests to show them the library. This does not include allowing your guests to visit for work, study or for leisure purposes - to do this they need to apply for their own membership. Guests will be required to sign in and out, and to stay with the member. Only members can take out books or join groups. If you require a carer or support worker to help you in the library please let us know and we can ensure all staff are aware.

Your personal information will not be shared with any other organisation. It will be used to administer your membership and to keep you updated about library news and events. The information you provide in this form will be used in accordance with our Privacy Statement, a copy of our which can be found on our website or obtained from the library. This explains how we use your data, how we keep it secure, and your rights as a data subject.

FOR LIBRARY USE ONLY

Proof of ID verified - please tick

☐

Photo ID

☐

Proof of address

Staff initials and date _____



Instruction to your Bank or Building Society to pay by Direct Debit

Name(s) of Account Holder(s)

Branch Sort Code

Bank/Building Society account number

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Reference (please leave blank)

Service User Number

Bromley House Membership number:
(please leave blank)

Instruction to your Bank or Building Society

Please pay Bromley House Library Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Bromley House Library and, if so, details will be passed electronically to my Bank/Building Society.

☐

Tick here if you wish to pay quarterly

Signature(s)

Date

DD11

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

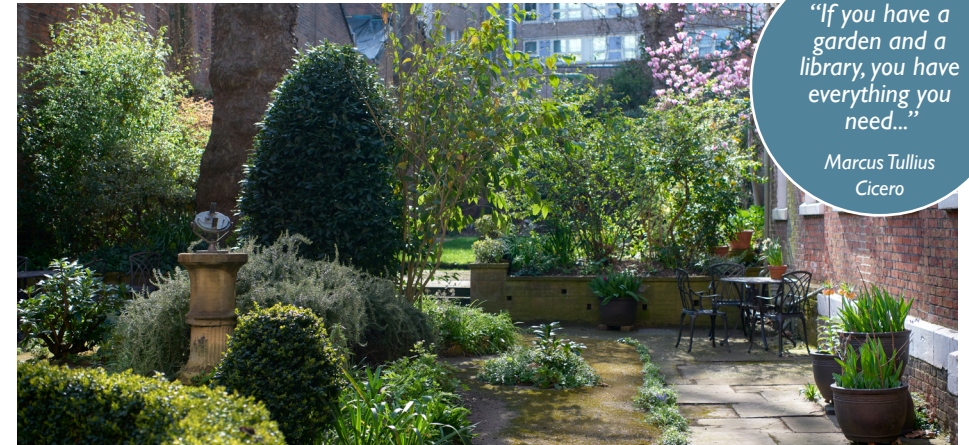


The Direct Debit Guarantee - this should be detached and retained by the Payer

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Bromley House Library will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bromley House Library to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Bromley House Library or your bank or building society, you are entitled to a full and immediate refund of the amount paid.
- If you receive a refund you are not entitled to, you must pay it back when Bromley House Library asks you to.
- You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.

AFTER YOU SUBMIT YOUR FORM

- We admit new members on the first working day of the month. On this day we will send you a welcome email and an information pack in the post. You can start using the library straight away as long as we have received payment and your identification has been verified
- We will request payment from you once your application has been processed and you are enrolled as a new member. If paying by Direct Debit please submit the completed form with your application. This is our preferred method as it helps to reduce administrative costs. If paying by cash, cheque, card or bank transfer, please wait until we contact you on the enrolment day before making payment
- If you wish to check on the progress of your application please e-mail **admin@bromleyhouse.org** or give the library a call on **01159 473134**.



"If you have a garden and a library, you have everything you need..."

Marcus Tullius Cicero



HOW TO FIND US



Bromley House Library

Angel Row, Nottingham NG1 6HL

Telephone: 0115 947 3134 **Email:** enquiries@bromleyhouse.org **www:** bromleyhouse.org



@BromleyHouse



@BromleyHouseLib



@BromleyHouseLib

Opening Hours

Monday Tuesday, Thursday & Friday 09.30 - 5 pm

Wednesday 09.30 am - 7 pm

Saturday: 9.30 am – 4 pm

Please note that our opening hours may vary during Bank Holiday periods and other times as necessary.
Please check our website or social media for news updates.



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